EMPLOYMENT OPPORTUNITY

LEAD CORRECTIONAL TECHNICIAN

SALARY AND BENEFITS
$19.76-$26.05 hourly, plus benefits package

FILING DEADLINE
Open until filled.

DUTIES AND RESPONSIBILITIES
Under supervision of the Division Captain, Lieutenant and Sheriff's Executive Assistant. Acts in a lead capacity to direct the activities of technicians and performs additional tasks and duties. Supervises assigned Correctional Technicians in performing duties. The major duties of this job include:

- Assign, direct, evaluate and supervise the work of subordinates.
- Schedule or assign shifts in accordance with departmental policy and collective bargaining agreements. Reviews schedules and supervises the activities and assignments of assigned personnel.
- Monitor and check the work of Correctional Technicians. Direct and audit Correctional Technicians in the performance of their duties. Record information on the performance of Correctional Technicians and recommends disciplinary or commendatory action.
- Assist correctional officers by handling support responsibilities in the following areas:
- Operating the jail management system, intermittently operating control and intercom systems, intermittently assisting with facility counts or wellness checks of inmates in sobering or safety cells.
- The Lead Correctional Technician is a classification within the Sheriff's Office that will perform support functions, limited in nature, that do not require the assignment of a Correctional Deputy. This class is distinguished from Correctional Deputy by the lack of direct responsibility for physical restraint of inmates.
- Operate a California Law Enforcement Teletype System (CLETS) terminal. Access, interpret, utilize, and maintain the confidentiality of inquiries related to: driver's license, registration, wanted persons, sex and drug registrants, and criminal history information.
- Utilize an automated fingerprint (**Live Scan**) machine to perform required checks on applicants, volunteers, community members, and arrestees (intermittently) and submit those prints to the department of justice.
- Interview newly admitted inmates and gather all pertinent personal and medical information required for booking.
- Prepare daily in custody reports for attorneys, social services, and the courts.
- Review inmate files and criminal history information to assist with inmate classification, housing, and other procedural decisions.
- Interpret criminal history information to assess arrestee's legal status for DNA collection.
- Monitor activities of inmates by operating surveillance, control and communications console equipment. Utilize control systems to facilitate inmate and officer movement throughout the facility.
- Assist Correctional Deputies with inmate headcounts.
- Prepare required records pertaining to commitment. Ensure the completeness and accuracy of all booking documents.
- Prepare records and reports and fills in forms for the release or transfer of inmates. Ensure the completeness of all required documents prior to processing an inmate release.

- Appear in court when under subpoena.
- Coordinate transportation of arrestees and inmates to and from various locations.
- Answer inquiries from the public and family members.
- Compute inmate outdates.
- Maintain detailed account records for all monies received and spent on behalf of inmates.
- Order, track inventory, and deliver inmate commissary.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade. Completion of Arrest Course pursuant to California Penal Code Section 832 (Firearms Portion not required).

Experience: Two years of experience as a Correctional Technician in the Lassen County Sheriff's Office or equivalent law enforcement organization.

Minimum Age: Must be at least 18 years of age at the time of appointment.

License: Possession of, or ability to obtain, a valid California driver's license.

Must successfully pass an extensive background check as well as physical and psychological testing. Must meet all hiring, continuing employment, and promotional requirements as defined in the Prison Rape Elimination Act. 28 CFR part 115.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

The Lassen County application is available at our application center at the address listed below and also available at our website at: http://lassencounty.org. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Services	☎ (530) 251 -8320 ☎
221 South Roop Street, Ste. 3	
Susanville, California 96130	Opened: January 12, 2023

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.